

# **Engineering Staff's Permit Review Checklists:**

## **Utility Service Applications:**

Sewer Laterals, water meters ( $\geq$  4 inch diameter), Fire Services, fire hydrant flow tests, pressure tests of force mains, etc.:

1. Utility service applications are to be completed
2. Two plans indicating location of service and taps are required for review
3. Fees are payable to City of Fort Lauderdale, delivered to 700 N.W. 19 Avenue (engineering plans review staff).
4. Ensure applicant completes contact and authorized representative signature, billing and project location information, etc. adequately for processing request
5. Meters of 4-inch diameter or greater require a vault of the correct detail specifications to be installed by owner (owner's contractor) in a 10 x 15 foot utility easement, contiguous with the property line, and directly extended from the tap of the main. Any reorienting of the meter vault must be checked to ensure the vault and service piping, valves, etc. fall completely within the easement area for our legal access.

## **Applications for Pools:**

1. Recent certified survey
2. Review survey for easements that may conflict with installation of pool/equipment
3. If pool is on a waterway there's a possibility storm drainage may run along one or other side property line (check storm atlas for any such outfall) and complete review with consideration of this information.

## **Driveway Applications:**

1. Recent certified survey
2. Per 47-20.13 D & E restricts owners from paving  $\geq$  50% of their frontage
3. Include copy of standard engineering detail P1.1 or P2.1, staple to job copy, ref. on file sign off note
4. Note on dwg. and beside sign off box that a 4-6" swale is required in driveway portions

### **Applications for Parking Lots (Paving, Grading & Drainage Plans):**

1. Require submittal and review of any applicable DRC site plans (understand thresholds for DRC review requirements/zoning codes) and require any bonds, plan revisions, or other documented obligations of developer on the site plan approval stamp.
2. Recent certified boundary and topographic survey
3. Require and review (as necessary) cross sections of boundary of property and right of way portion from public road crown to property line (review for determination of any adverse impacts of storm runoff to adjacent properties or right of way) and for conformance to P2.1 or P1.1.
4. For parking lots with spaces in excess of 10 or as feasible where it's located near city's drainage facilities or storm runoff may travel overland to a nearby water body, require an erosion and sedimentation control plan and review it for conformance to manual.
5. Parking space dimensions, drive aisle dimensions per 47-20.11 ULDR
6. Check for BCEPD surface water or general license stamps and signatures, indicating the appropriate permit(s).
7. Drainage calculations
8. Existing and proposed pavement grades – check to see that storm water will runoff adequately to on site drainage systems and/or dry retention or wet detention systems
9. Verify if driveways (ingress/egress points) are designed appropriately to runoff drainage and are marked and signed with stop indicators
10. Verify accessible ramps and detectible warning systems are designed with appropriate FDOT indexes for construction by the contractor
11. Require 5 foot wide public sidewalks in accordance with P1.1 or P2.1 wherever possible, but be attentive to any drainage or tree conflicts that may crop up from those requirements (fair judgment may result in elimination of sidewalk requirement on occasion)

### **Applications for Sidewalks, Curb and Gutter Work:**

1. Recent certified survey
2. Include copy of standard engineering detail C2.1 covering construction of sidewalk including expansion and tooled joints, etc.
3. Verify or indicate concrete is to be 3000 psi at 28 d comp. Strength
4. Verify no reinforcement steel or mesh is designed into the work

### **Franchise Utility Applications:**

1. See Conceptual Review Checklist for Franchise Utilities

### **Dock, Lift, and Mooring Device Applications:**

1. Determine the waterway width
2. Docks, lifts, or other mooring structures limited to 10% of waterway width or 20 feet, whichever less
3. Dolphin piles limited to 30% of waterway width or 25 feet, whichever less
4. Verify top of dock is 5.5' above MSL maximum, or adjacent grades must be higher (next door to the property).

### **Building Permit Reviews (Single/multi-family residential, Commercial, etc.):**

1. Require submittal and review of any applicable DRC site plans (understand thresholds for DRC review requirements/zoning codes) and require any bonds, plan revisions, or other documented obligations of developer on the site plan approval stamp. Topographic and Boundary Surveys
2. Contractor shall submit and we shall review thoroughly a staging, storage, parking, and traffic circulation plan for construction project.
3. Erosion & sediment control (ESC) plan per Florida Stormwater, Erosion, and Sedimentation Control Inspector's Manual (for sites with four or more residential units or any commercial site require an erosion and sedimentation control plan and review it for conformance to manual.
4. Paving, Grading, and Drainage Plan – incl. Existing and proposed grades/elevations from topo survey
5. Stormwater retention calculations and design (certified by FL licensed engineer)
6. Water and Sewer design (or Plan) – verify services are adequate and placed  
Appropriately per standards. Note: we are to utilize all existing services wherever possible. Any water, sewer, or storm water mains, systems, or extensions require separate engineering permit application, review, and approval.
7. Verify what (if any) fire service requirements are and whether designer has addressed them adequately
8. Include any required irrigation meters
9. Require separate permit for driveway (on and off site if it runs to public street).
10. Sidewalks required generally for all projects (on first 5' of owner's property if in a 40 foot R/W)
11. Be sure to check for accessibility and detectable warning surface requirements for ADA provisions.
12. Verify appropriate detail sheets (std. water, sewer, storm or other concrete or asphalt details as required by the designs).

13. For four (4) inch and larger meters a vault is required in a 10 x 15 foot utility easement.
14. Easement dedication documents shall be provided with as built 4 to 6 weeks prior to requesting Certification of occupancy (note helps).
15. Check for Broward Co. transit concurrency stamp
16. Calculate appropriate capital expansion fees (CEF) for units and generate report sheet, file it in S:/timw/CEFlog and print sheet and insert in the review envelope for customer.
17. Verify logging of ESC plan and CEFs.